

What if I want to operate my food truck at a Special Event?

If the event takes place on City owned property and is open to the public a Special Event Permit is required. For permitting requirements for vending at a special event, please contact the **Special Events Office at 757-664-6880**.

It is at the discretion of the event organizer/promoter whether they want a particular vendor to participate in their event or not. In order to be approved to participate in an event, vendors should contact the event organizer/promoter directly for more information.

What if I want to use a pushcart on the sidewalk?

Pushcarts must be no more than 4 feet wide, 7 feet long, and 7 feet, 6 inches high. For vending requirements and regulations on streets and sidewalks, please contact the **Right of Way Division (Public Works): 757-664-7306**.

Are there restrictions on how long I can use my food truck during the day?

For mobile vendors not in the Food Vendor Program, you must remain at a given location for no more than one (1) hour. Limitations on hours of operation are: 6:00 a.m. until 9:30 p.m. Monday through Friday, and 8:00 a.m. until 9:30 p.m. Saturday and Sunday. Mobile vendors must also pay parking meter fees if in a metered space.

Additional Information

Questions regarding Food Trucks? Suggestions for improvement? Please contact the following:

- **Food Vendor Program** – Paul Filion: 757-664-4284, paul.filion@norfolk.gov; food truck zones: <http://www.norfolk.gov/index.aspx?nid=3199>; policies and procedures: <http://www.norfolk.gov/DocumentCenter/View/6689>.
- **For private property** – Department of City Planning (zoning information): 757-664-4752 or email: planning@norfolk.gov.
- **For Special Events** – Special Events Office: 757-664-6880.



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OPERATING A FOOD TRUCK



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How do I start my food truck operation in the City of Norfolk?

Food trucks can operate in one of three ways:

1. **City of Norfolk Food Vendor Program** – allows food truck vending in designated business districts.
2. **Private property** – allowed in certain zoning districts.
3. **Special Events** – such as those as Town Point Park.

What is the City of Norfolk Food Vendor Program?

The city's food vendor program provides designated zones for food trucks to vend within the City of Norfolk on a first come first serve basis once approved. The Food Truck Program's goal is to:

- Offer freshly made entrees.
- Support the lunchtime hours downtown with optional expansion for breakfast, lunch and evening meals in the City's other designated zones.

Those interested in participating should contact **Paul Filion, Dept. of Public Works at 757-664-4284.**

The City also administers the **Downtown Food Truck Rodeos**, which are held on the 3rd Thursday of every month—rain or shine. Hours are 11:00 a.m. – 2:00 p.m. at Norfolk's MacArthur Square near the light rail station. Those interested should also contact Paul Filion.

Where are the designated business zones in the Food Vendor Program?

The following are the **food truck zones** designated for the 2015 Food Truck Program:

- 100 block of Bank Street at MacArthur Square - Downtown (10am - 2pm)
- 1200 block of Boissevain Ave in Chelsea
- 1300 block Raleigh Ave in Chelsea
- 800 block of Front St at Fort Norfolk
- 800 block of Woodis Ave at Fort Norfolk
- 700 block of Granby St in the Arts & Design District

What if I want to serve ice cream from my food truck?

Anyone selling ice cream products on any street or public property must have a valid current health card secured from the public health department. For insurance requirements, operating hour restrictions, and other regulations, please contact the **Norfolk Department of Public Health at 757-683-2800.**

What permits and licenses do I need to operate a food truck?

Required permits and licenses include:

- Norfolk Business License from the Commissioner of Revenue
- Health Permit from the Norfolk Department of Public Health
- Fire Inspection and decal from the Norfolk Fire Marshal's Office.

- Vendor Parking Permit and decal from the Norfolk Department of General Services, Division of Parking.

How do I operate a food truck on private property?

Check with City Planning staff first to confirm the zoning and get permission from the property owner. The property must be zoned appropriately (the zoning district must allow "vendors"). Vendors are permitted in:

- Industrial districts (I-1, I-2)
- Commercial districts (C-2, C-3, C-4)
- Office and business commerce districts (O-1, BC-1, BC-2)
- Campus institutional districts (IN-2)
- Open space districts (OSP)

Other requirements:

- The property will need to have sufficient space for the food truck without taking up any parking on-site.
- Food truck must be located on an improved surface.
- Reminder: food trucks vending on private property must have all the permits and licenses listed above.